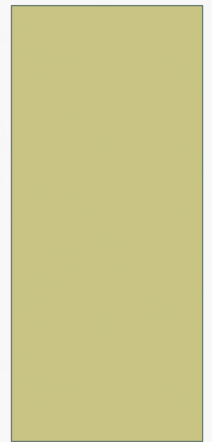


CDBG-PS & ESG POST AWARD WORKSHOP



LAKE COUNTY ~ CITY OF NORTH CHICAGO ~ CITY OF WAUKEGAN

AGENDA

- Introductions
- Documentation Requirements
- Vouchering Process
- QPR's (Quarterly Performance Reports)
- Monitoring
- Contracts

STAFF CONTACTS

Grant Primary Contacts

- **Waukegan:** Laura Hamilton
- **Lake County & North Chicago CDBG; ESG:**
 - Jodi Gingiss - Administrator
 - Eric Foote - Planner
 - Monika Bobo - Planner
 - Jordan Bartle - Planner

Other Key Staff:

- Ezell Robins, Waukegan CDBG Director
- Laura Walley, Lake County Executive Secretary
- Agnes Monton, Lake County Accountant
- Sarah Walsh, Lake County HMIS Administrator
- Brenda O'Connell, Lake County Continuum of Care Coordinator

COUNTY STAFF CONTACTS

- **Eric:**

- Catholic Charities; Family Service; GLASA; Erie Health Care; I-Plus; CASA; Highland Park Community Nursery; Nicasa; Northern Illinois Food Bank; PADS; Lake County Haven

- **Monika:**

- Zacharias Center; Prairie State Legal Services; A Safe Place

- **Jordan:**

- Mano a Mano; Youth Conservation Corps; YBLC

CDBG PROGRAM

- Development of viable urban communities, principally for low/mod persons, through:
 - Decent housing
 - Suitable living environment
 - Expanded economic opportunity
- All CDBG activities must result in one of the following:
 - Benefit low/mod income persons
 - Prevent or eliminate slums and blight OR
 - Meet an urgent need

ESG PROGRAM

- ESG eligible activities to address homelessness:
 - Shelter
 - Essential services (staff salaries)
 - Renovation
 - Operations (rent, food, etc.)
 - Homelessness prevention and Rapid Rehousing
 - Short and medium term rental assistance
 - Financial assistance (non-rent)
 - Services costs (staff salaries)

DOCUMENTATION REQUIREMENTS

- Presumed Benefit Documentation
 - If you serve exclusively a certain population (as stated on your application), it may not require income documentation
 - Instead, they require documentation to prove they are part of the select population
 - That includes:
 - Abused Children
 - Homeless Persons
 - Battered Spouses
 - Persons with HIV/AIDS
 - Elderly Persons
 - Illiterate Adults
 - Severely Disabled Adults
 - Migrant Farm Workers

DOCUMENTATION REQUIREMENTS

- Income Documentation for non-presumed benefit
 - All clients served by the program must have income documentation
 - W-2's, paystubs, benefit statements
 - Self-attestation
 - Income Limits
 - For ESG-funded Homeless Prevention Programs, clients must be reevaluated every 3 months

INCOME LIMITS

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% of Median	\$16,000	\$18,250	\$20,550	\$22,800	\$24,650	\$26,450	\$28,300	\$30,100
50% of Median	\$26,600	\$30,400	\$34,200	\$38,000	\$41,050	\$44,100	\$47,150	\$50,200
60% of Median	\$31,920	\$36,480	\$41,040	\$45,600	\$49,260	\$52,920	\$56,580	\$60,240
80% of Median	\$42,600	\$48,650	\$54,750	\$60,800	\$65,700	\$70,550	\$75,400	\$80,300
100% of Median	\$53,200	\$60,800	\$68,400	\$76,000	\$82,080	\$88,160	\$94,240	\$100,320
120% of Median	\$63,840	\$72,960	\$82,080	\$91,200	\$98,496	\$105,792	\$113,088	\$120,384

Effective: June 1, 2015

DOCUMENTATION REQUIREMENTS

- Residency Documentation
 - All clients served by the program must have documentation of their residency (unless ESG homeless)
 - Waukegan funds can only assist Waukegan residents; North Chicago funds can only assist North Chicago residents; Lake County funds can only assist the rest (excluding those two)
 - Driver's License/State ID
 - Self-attestation

VOUCHERS

- Timesheets
 - Must show that staff worked on the program for a particular number of hours each day
 - No percentages or weekly amounts
 - If charging to more than one program (especially ours), it must be broken down so there is no “double-dipping”

VOUCHERS

- Timesheet Example:

Employee Name: **Angelina Jolie**

	Mon	Tue	Wed	Thu	Fri
CDBG LC	3.50	1.50	0.00	6.00	0.75
CDBG W	1.00	2.00	0.00	0.50	2.50
CDBG NC	0.50	1.00	0.50	0.00	3.75
IDHS	0.50	0.25	3.00	1.00	0.00
PRIVATE	2.00	2.75	4.00	0.00	0.50
TOTAL	7.50	7.50	7.50	7.50	7.50

Employee Signature

Supervisor Signature

VOUCHERS

- Documentation Required
 - General Ledger ~ Profit/Loss Statement
 - Copies of bills and checks
 - You will be monitored, and expenses will be reconciled against them.
 - If only charging a percentage of something, show us the total cost, and then how much you are charging to the program
 - Timesheets

VOUCHERS

- Voucher Documentation Examples:

Type	Total Cost	% to CDBG	Request
ComEd	\$128.45	100%	\$128.45
North Shore Gas	\$157.11	100%	\$157.11
Orkin	\$188.55	100%	\$188.55
Comcast	\$107.62	50%	\$53.81
TOTAL	\$581.73		\$527.92

Type	Total Cost	% to CDBG	Subtotal	Minus Match	Request
ComEd	\$128.45	100%	\$128.45	(\$25.69)	\$102.76
North Shore Gas	\$157.11	100%	\$157.11	(\$31.42)	\$125.69
Orkin	\$188.55	100%	\$188.55	(\$37.71)	\$150.84
Comcast	\$107.62	50%	\$53.81	(\$10.76)	\$43.05
TOTAL	\$581.73		\$527.92	(\$105.58)	\$422.34

VOUCHERS

- Match Leverage
 - More than just CDBG/ESG running your programs – must have outside funding
 - Cannot use one jurisdiction's CDBG/ESG funds as match for another
 - Requirements vary:
 - Lake County & North Chicago CDBG = 20%
 - Waukegan CDBG = 25%
 - ESG = 50% (dollar for dollar)
- Show match on vouchers

VOUCHERS

CDBG

- 20% or 25% match
- If total program cost is \$125,000, CDBG funds can only cover 80% or 75% of that (\$100,000 or \$93,750)
- Easier to calculate the amount you owe in match as 25% or 33.3% of total grant amount

ESG

- 50% match
- If total program cost is \$125,000, ESG funds can only cover 50% of that (\$62,500)
- Easier to calculate the amount you owe in match as 100% of grant amount (dollar for dollar)

VOUCHERS

- To calculate...
 - Lake County or North Chicago CDBG
 - \$30,000 grant * 25% = \$7,500 match required
 - Waukegan CDBG
 - \$30,000 grant * 33.3% = \$10,000 match required
 - ESG
 - \$30,000 grant * 100% = \$30,000 match required

VOUCHERS

- Miscellaneous Info...
 - Must have original signature (no copies, fax or emails)
 - Should be submitted at least quarterly
 - ***Paid on reimbursement basis only***
 - Include all supporting documentation (including timesheets) with voucher
 - Document your match as well

VOUCHERS

Payee (to be paid to):

Date: _____

Department: Planning, Bldg. & Development

Account #	Description	Amount
→ C15__	Program Expenses 05/15 – 07/15 Salaries \$ Benefits \$ Supplies \$	Amount Requested
	Department Approval:	
	TOTAL	

CLAIM AGAINST THE COUNTY OF LAKE, 18 North County Street, Waukegan, Illinois 60085

STATE OF ILLINOIS) SS _____ Claimant,
 LAKE COUNTY)
 Certifies that the annexed amount against the County of Lake and the State of Illinois, and the several items therein mentioned are just and true, and the services rendered, or the articles furnished, were furnished as therein charged and amount claimed, to wit:

_____ Dollars

is due and unpaid after allowing all just credits.

 Date

 Signature of Claimant

QUARTERLY PROGRESS REPORTS (QPR)

- CDBG PS, ESG Shelter, ESG HP/RRH – different forms
- The Program Year goes from May 1 to April 30
- You are required to turn in QPR's as follows
 - Quarter 1 ~ May 1 – July 31
 - Due August 15
 - Quarter 2 ~ August 1 – October 31
 - Due November 15
 - Quarter 3 ~ November 1 – January 31
 - Due February 15
 - Quarter 4 ~ February 1 – April 30
 - Due May 15

QPR'S

- Outcome Goals & Progress
 - Outcomes from your application have been included in your subrecipient agreement
 - You are required to list these outcome goals as well as your progress toward them. ESG outcomes are set
 - This should be done in a quantitative manner
 - If your goal is 90% of clients will remain substance free for 30 days after completing the program, where are you in relation to that?
 - 80% of clients were substance free?
 - No clients have been discharged yet?
 - Use the same wording – just put current data

QPR'S

- Unduplicated records
 - Remember – HUD only wants information about “unduplicated” clients
 - Example:
 - Your program provides a service 400 times during the year. However, you only have 100 unique clients. So, over the course of the year, you have served 100 unduplicated people.
 - ESG recipients can pull reports from ServicePoint
- Cumulative vs. Quarterly
 - Cumulative example: all unduplicated clients from start of program year – end of current QPR
 - Quarterly example: all unduplicated clients for only the current QPR

MONITORING

- Monitoring consists of two components
 - Ensuring resources are used properly and appropriately
 - Assisting agencies to meet federal standards and guidelines
- Monitoring & Technical Assistance Guides
 - CDBG Public Services
 - ESG Edition
 - Get to know these guides – they tell you some very good information on how to meet federal standards
 - Available on web – <http://www.lakecountylil.gov/planning/CommunityDevelopment/pages/InfoTraining.aspx>

CONTRACTS

- CDBG contracts are being drafted
- ESG contracts are prepared and will be distributed today
- At the time of contract, you will be required to submit a revised budget based on actual award amount.
- It will be included as an appendix to the contract.

SPECIAL ESG CONSIDERATIONS

- 1) **Homeless documentation** - please make an attempt to obtain 3rd party verification of a person's homeless status.
- 3) **Homeless participation** - per ESG regulations, a formerly homeless person should serve in a decision making capacity with the agency – ideally a position on the board.
- 8) **Housing Quality** – the requirements for the standard have been formatted into a checklist.
- 12) **Match** – please have supporting documentation for your match available at the time of monitoring.